



On appeal to the Civil Service Commission, the appellant argues that she possesses sufficient applicable experience as a Keyboarding Clerk, and that she graduated with a Master's degree in Psychology days after submitting her application. She provided a diploma indicating that she was awarded a Master's degree Psychology in September 2020.

## CONCLUSION

*N.J.A.C.* 4A:4-2.3(b) provides that applicants shall meet all requirements specified in the open competitive examination announcement by the closing date. *N.J.A.C.* 4A:4-2.1(f) provides that an application may only be amended prior to the announced closing date. *N.J.A.C.* 4A:1-1.2(c) states that the Civil Service Commission may relax a rule for good cause in particular situations, on notice to affected parties, in order to effectuate the purposes of Title 11A, New Jersey Statutes.

Initially, the appellant was correctly found ineligible for the subject examination. Her experience as a Keyboarding Clerk 1 was not at the level and scope of the required experience, and her remaining positions were not qualifying experience as they are not related to the announced experience requirement. Nonetheless, the eligible list is exhausted, and the appellant has evidence that she completed her Master's degree in the same month of the closing date. Based on the circumstances presented, good cause has been established to relax the provisions of *N.J.A.C.* 4A:4-2.1(f) and *N.J.A.C.* 4A:4-2.3(b) to accept the appellant's Master's degree as a substitute for experience, and admit her to the examination for prospective appointment only. This shall not be used as precedent in any other matter.

## ORDER

Therefore, it is ordered that this appeal be granted, and the appellant's application be processed.

This is the final administrative determination in this matter. Any further review should be pursued in a judicial forum.

DECISION RENDERED BY THE  
CIVIL SERVICE COMMISSION ON  
THE 6<sup>TH</sup> DAY OF OCTOBER, 2021

*Deirdre' L. Webster Cobb*

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Deirdre L. Webster Cobb  
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